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MEMORANDUM

TO: Licensed Child Care Providers

FROM: The Office of Child and Family Services

DATE: April 13, 2020

SUBJECT: Frequently Asked Questions Related to Child Care Licensing Renewals

SUBJECT TO CHANGE AS OCFS RESPONDS TO RAPIDLY CHANGING ENVIRONMENTAL CONDITIONS

Q: My license is going to expire soon, what do I need to do?

A: All child care licenses that are due for renewal in April, May, and June of 2020 will be automatically be put in renewal status through July 1, 2020.

Q: Since my license will be extended until July 1, 2020, when do I send in my renewal application and fee?

A: Programs that have licenses that are due to expire in April, May, or June of 2020 will need to submit their renewal application and fee to our office prior to July 1, 2020.

Q: My CPR / First Aid certificate has or is going to expire, and I can't find a class?

A: During the current State of Civil Emergency, Children's Licensing & Investigation Services will accept online renewal for CPR / First Aid. OCFS is temporarily waiving the hands-on skills portion until classes become available again. If you are certifying for the first time, we are not waiving the hands-on component. Please reach out to your Child Care Licensing Specialist for further guidance.

Q: My pet's rabies vaccination has or is going to expire, what do I do?

A: The requirement for current rabies vaccination certificates is temporarily waived during the current State of Civil Emergency.

Q: My annual water test is due, am I required to complete it now?

A: If your program is open and operating, all required water tests must be completed as required by rule. If your water test expires during your closure, it must be completed prior to reopening.

Q: Some of my children in care are due for updated immunizations and are not going to appointments because of COVID-19, what should I do?

A: Immunization records that expire during the current State of Civil Emergency will be accepted at this time.

Q: Do I still need to do fire drills during this time?

A: If your program is open and operating, monthly fire drills must be completed.